


IrfanView — Print or Save [When it is **NOT** possible to download the image.] **Note:** A copy made from a print screen is not as readable as a downloaded copy. If you can download see instructions for “When it is possible to download image on reverse side of paper. *Make certain that the ENTIRE image is visible in the screen, then:*

1. Press PRINT SCREEN key (located on top row of keyboard) and the FN key located on the bottom row of the keyboard:
2. Click on the RED icon in the task bar:
3. PASTE (Control +V) into the Irfanview window:
4. Draw a rectangle around the part of the image you want to print or save. Do this by positioning your mouse at the top left corner of the image. Left click, and the cursor becomes a +. While pressing the left mouse button, drag the + down and to the right creating a **BOX** around the image.
5. Go to the EDIT tab > select CROP SELECTION>



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<p>To SAVE:</p> <ol style="list-style-type: none"> Go to: FILE > SAVE AS In the “Save in:” field, click on the  and select your flash drive In “File name:” field, enter: Individual’s name, type of record, year, and event place: (John Doe, Census, 1881, NY) Click on “Save” 	<p>To PRINT:</p> <ol style="list-style-type: none"> Go to: FILE>Print Select either “Portrait or “Landscape” (look at image in window to determine best fit) Choose “Best Fit to Page” Choose printer/paper size Click on “Print”
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(Download the program for free from www.irfanview.com)


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